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5 December 1955

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MEMORANDUM FOR: [REDACTED]

Mr. [REDACTED]

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SUBJECT: Effect of a Manpower Reduction and Adequacy of  
Current Manpower Authorization in Light of  
Requirements

1. As requested, the following is submitted in addition to our memorandum of 23 November 1955 to the DD/S, subject, "Agency Manpower Study":

Item 4, your memorandum: What functions would you eliminate, or what procedures would you follow if a 10% reduction from manpower on duty 31 October 1955 was required?

The procedural approach would be the way in which a 10% reduction from manpower would be effected by the Commercial Staff. The responsibilities and functions of that Staff do not lend themselves to a separation or elimination of specific functional elements of the work involved. Further, should such a reduction of manpower be forced on the Commercial Staff, the work presently being performed by the employees on board would have to be realigned and reassigned to the remaining employees. The reduction in force would be effected on the basis of the qualifications, capabilities and on-job effectiveness of the present personnel of the Staff, giving full consideration of the abilities of each person to produce under additional work loads. Based on such considerations, the outright release of those (up to 10%) least able to meet the added requirements would follow. Such reduction, it is felt, could be effected within 60 to 90 days.

2. Item 5, your memorandum: Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government Agency?

See memorandum dated 23 November 1955, referred to above, paragraph 1 (b).

3. Item 6, your memorandum: Are there functions or requirements now assigned you which are beyond your present capacity to perform? If so, give an indication of the number of additional personnel required to perform such functions.

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The Commercial Staff reduced 10% could not possibly undertake any additional support of projects within its sphere of responsibilities, and certainly the extent and effectiveness of its present support would be reduced.

Also see memorandum dated 23 November 1955, referred to above, paragraph 1 (c).

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Chief, ~~Commercial~~ Staff

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